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NASA Policy Directive

NPD 9630.4Effective Date: October 26, 2006
Expiration Date: October 26, 2020**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: Approval of Early Payment to Contractors Under the Prompt Payment Act (Revalidated 9/1/15)

Responsible Office: Office of the Chief Financial Officer

CHANGE HISTORY

Chg#	Date	Description/Comments
1	09/01/2015	Updated to comply with 1400 Compliance, and update applicable documents and forms, and to change directive's ID from NPD 7410.5E to NPD 9630.4 to better appropriately align with the Agency Filing Scheme.

1. POLICY

It is NASA policy to make invoice payments subject to the Prompt Payment Act to vendors no more than seven days prior to the payment due date, unless a determination is made, on a case-by-case basis for specific payments, that earlier payment is necessary. This authority must be used cautiously, weighing the benefits to the Government. Written determinations to approve early payments are retained in the payment file. NASA Procedural Requirements (NPR) 9631.1, Chapter 3 contains NASA's requirements for making timely and early payments.

2. APPLICABILITY

This NPD is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Center. This language applies to Jet Propulsion Laboratory, a Federally Funded Research and Development Center, other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements.

3. AUTHORITY

31 U.S.C 3903, Prompt Payment; Regulations, as amended. b. 5 CFR Part 1315, Prompt Payment.

4. APPLICABLE DOCUMENTS AND FORMS

NPR 9631.1, Disbursements.

5. RESPONSIBILITY

The Deputy Chief Financial Officer (Finance) (DCFO(F)) at each Center shall be authorized to approve early payments, as are the Agency CFO and Agency DCFO.

6. DELEGATION OF AUTHORITY

None.

7. MEASUREMENT/VERIFICATION

Cash management reviews and analysis will be used to measure compliance with this NPD.

8. CANCELLATION

NPD 7410.5D, Approval of Early Payment to Contractors Under the Prompt Payment Act, dated October 26, 2006.

REVALIDATED W/CHANGE ON 09/01/2015: ORIGINAL SIGNED BY:

/s/ Frederick D. Gregory
Acting Administrator

ATTACHMENT A: (TEXT)

None.

(URL for Graphic)

None.

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